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4 April 1975

MEMORANDUM FOR: Acting Deputy Director for Administration

SUBJECT : Office of Personnel Report - Week Ending
4 April 1975

1. Insurance -- Interests Change: During the week 24 through 28 March, Insurance Branch received an unusually large number of applications for UBLIC insurance. Compared with a total of 28 applications for the entire month of February, 18 UBLIC applications were received last week. It is believed that the recent announcement regarding increased FEGLI premiums is partly responsible for this increased interest in UBLIC. This belief is substantiated by the fact that we have received numerous inquiries about the procedure for cancelling FEGLI, and 21 employees have actually cancelled their FEGLI coverage during the period 21 through 31 March 1975.

2. Clerical Recruitment: [REDACTED] who has 25X1A
been recruiting in West Virginia, made some observations before completing his brief tour with Recruitment Division. He found that clerical recruiting in West Virginia is somewhat difficult and influenced to some extent by what some of the people in that state perceive to be the social situation and living conditions in the Washington, D. C. area. [REDACTED], 25X1A
who is a native of West Virginia, also noted that many of the people seem to be rather tied to their homes and families and reluctant to move where jobs may be more readily available, despite a depressed economy.

3. Summer Interns: Fifty-eight applicants remain in process for the Summer Intern Program. Fourteen are now cleared and six were in for their pre-employment processing during the past week. One of our Black Interns from last year, whom we did not expect to return, called to ask that he be admitted to this year's program. OER was glad to have him back. He will have completed his first year of graduate school at Harvard.

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4. Awards -- Handicapped: [REDACTED]

[REDACTED] of Staff Personnel Division attended the Vice President's presentation of the National Handicapped Employee of the Year Awards in the Department of Commerce Auditorium on 3 April 1975.

5. Affirmative Action Plan - Hire the Handicapped: Our counterpart at the Civil Service Commission, Coordinator for the Hiring of the Handicapped, called on 2 April to volunteer that he thought our Affirmative Action Plan which was delivered on 31 March was outstanding and the Agency should be complimented on the thoroughness with which the program was prepared.

6. Position Management:

a. In the survey of OJCS, auditing has been completed in the Engineering Division and the EDP Training Branch of the User Support Division.

b. In the survey of the Office of the DDS&T, descriptions are currently being reviewed and audits are tentatively scheduled for 15 April 1975.

c. A meeting was held with DDO/Plans Staff officers to discuss possible changes of organizational titles within the Operations Directorate, primarily changing the names of the present divisions to offices.

7. Exceptional Accomplishment Awards: On 1 April 1975 the Associate Deputy Director for Administration approved two Exceptional Accomplishment Awards totaling \$4,500. One was a \$2,500 award to an employee of OEL/DDS&T; the second was a \$2,000 award to a [REDACTED] Officer in the DDO.

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8. Educational Aid Fund: To date we have received 80 applications for EAF and we are still counting.

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10. Briefing: [REDACTED] Chief, Review Staff, briefed participants in the Management Course at [REDACTED] on the current management processes in the Agency (APP, PDP, PASG, Single Ceiling, et al.). 25X1A

11. Rehired Annuitants: We approved the following rehired annuitant cases for the Directorate of Administration:

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[REDACTED] -- Office of Security --
Independent Contractor -- nine-month contract.

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[REDACTED] -- Office of Security --
Independent Contractor -- one-year extension.

Coming Events:

1. Details of the forthcoming College Placement National Meeting on the dates 27-30 May at the Sheraton-Americana here in Washington have not been announced. The meeting, which has as its goal "Education and Careers - A National Reexamination," is being billed as the most important ever planned. It is anticipated that President Ford may address the group. Other speakers include Dr. Philip M. Hauser, Director of Population Research, University of Chicago; Dr. Frank Newman, President of the University of Rhode Island; Dr. Margaret S. Gordon of the Carnegie Council on Policy Studies in Higher Education; and Senator Claiborne Pell of Rhode Island. One of the aims of the conference will be to put the whole matter of education and careers into perspective and hopefully to evoke the moral and financial support necessary if the career planning, placement and recruitment profession is to do a better job of helping college graduates. The Chief and Deputy Chief of Recruitment Division plan to attend this conference.

2. On Wednesday, 9 April, there will be a Savings Bonds Kick-Off Rally held at the Interdepartmental Auditorium in Washington, D. C. Our Agency Savings Bonds Rally will be held on 30 April in the auditorium.

3. We plan to work on guidance on evaluations and competitive rankings.

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[REDACTED]
F. W. M. Janney
Director of Personnel

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